



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 1, 2021
NOTICE OF JOB VACANCY
#21-282

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Program Specialist 4
SALARY: \$80,372.53 to \$114,620.23
LOCATION: Division of Consumer Affairs
Director's Office
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of a supervisory official in the Division of Consumer Affairs, Department of Law and Public Safety, assists with the administration of contracts for specialized services, including but not limited to technical and legal review and preparation of statements of work, contracts, bid solicitations, requests for information, and requests for proposals; participation in the elevation of bid responses from potential vendors and consultants; assists in the monitoring and/or evaluation of vendors and compliance with contract terms; assists with the lodging of formal complaints against vendors. Assists with the administration of ethics-related matters including but not limited to attending meetings; reviewing and evaluating Outside Activity Questionnaires, Outside Employment Questionnaires, Requests for Attendance at Events, and employee and board member recusals; preparing recusal memos and post-employment restriction memos for departing state employees, special state officers and special state employees; developing and delivering presentations on ethics-related matters; and developing and administering ethics compliance audits. Assists with the implementation of the Health Care Professional Responsibility and Reporting Enhancement Act, including but not limited to reviewing reports from health care entities; advising health care professionals and employees of health care entities about the various reporting requirements; preparing and presenting to large groups of health care professionals and employees of health care entities. Assists with the oversight, management and supervision of several compliance and support services units. Works on additional projects and related work as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-282 and a current resume on or before the closing date of September 15, 2021 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

